

## PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement below before completing this form.)

### SECTION I - PRIVACY ACT STATEMENT

**AUTHORITY:** 10 USC 1142, E.O. 9397.

**PRINCIPAL PURPOSE(S):** To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for Service members be made available.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, it will not be possible to initiate preseparation services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

### SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)

<b>1. NAME</b> (Last, First, Middle Initial)		<b>2. SSN</b>		<b>3. GRADE</b>	
<b>4. SERVICE</b>	<b>5. DUTY STATION</b>	<b>6. EXPECTED SEPARATION DATE</b> (YYYYMMDD)	<b>7. DATE CHECKLIST PREPARED</b> (YYYYMMDD)		

### SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN.

I was offered preseparation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142.

I ☐ accept ☐ decline (X appropriate block) further transition assistance counseling. (If you declined further transition assistance counseling, sign and date.) I have checked those items where I desire further information or counseling. I have also been advised where to obtain assistance in developing an Individual Transition Plan (ITP).

<b>8a. SERVICE MEMBER SIGNATURE</b>	<b>b. DATE</b> (YYYYMMDD)	<b>9a. TRANSITION COUNSELOR SIGNATURE</b>	<b>b. DATE</b> (YYYYMMDD)
-------------------------------------	---------------------------	---	---------------------------

**SECTION IV.** Please indicate (by checking YES or NO) whether you (or your spouse if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all Service members, unless otherwise specified:

	SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)
	YES	NO	N/A	YES	NO	N/A	
<b>10. EFFECTS OF A CAREER CHANGE</b>							
<b>11. EMPLOYMENT ASSISTANCE</b>							
a. Dept. of Labor sponsored Transition Assistance Workshops and Service sponsored Transition Seminars/Workshops							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
(1) Do you want a copy of your Verification of Military Experience and Training (VMET) Document? If yes, go to <a href="http://www.dmdc.osd.mil/vmet">http://www.dmdc.osd.mil/vmet</a> to download your VMET document.							
c. DoD Job Search Web site: <a href="http://dod.jobsearch.org">dod.jobsearch.org</a>							
d. Transition Bulletin Board (TBB) and Public and Community Service Opportunities ( <a href="http://www.dmdc.osd.mil/ot/">http://www.dmdc.osd.mil/ot/</a> )							
e. Teacher and Teacher's Aide Opportunities/Troops to Teachers ( <a href="http://voled.doded.mil/dantes/ttt">http://voled.doded.mil/dantes/ttt</a> )							
f. Federal Employment Opportunities							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separatees)							
h. State Employment Agencies/America's Job Bank							
<b>12. RELOCATION ASSISTANCE</b> *NOTE: Status of Forces Agreement limitations apply for overseas Service members.							
a. Permissive (TDY/TAD) and Excess leave							
*b. Travel and transportation allowances							
<b>13. EDUCATION/TRAINING</b>							
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)							
b. Workforce Investment Act (WIA)							
c. Additional education or training options							

PRESEPARATION COUNSELING CHECKLIST SECTION IV (Continued)		NAME (Last, First, Middle Initial)						SSN	
		SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)	
		YES	NO	N/A	YES	NO	N/A		
<b>13. EDUCATION/TRAINING (Continued)</b>									
d. Licensing and Certification Information ( <a href="http://www.umet-vets.dol.gov">www.umet-vets.dol.gov</a> )									
e. Defense Activity for Non-Traditional Educational Support ( <a href="http://www.voled.doded.mil/">www.voled.doded.mil/</a> )									
<b>14. HEALTH AND LIFE INSURANCE</b>									
a. 60-day or 120-day extended Military and limited Dental benefits (Eligible Involuntary Separatees)									
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance.									
c. Veterans' Group Life Insurance									
<b>15. FINANCES</b>									
a. Financial Management (TSP, Retirement, SBP)									
b. Separation pay (Eligible Involuntary Separatees)									
c. Unemployment compensation									
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)									
<b>16. RESERVE AFFILIATION</b>									
<b>17. DISABLED VETERANS BENEFITS</b>									
a. Disabled Transition Assistance Program (DTAP)									
b. VA Disability Benefits									
<b>18. INDIVIDUAL TRANSITION PLAN (ITP)</b>									
<p>a. As a separating Service member, after receiving basic preseparation counseling information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an Individual Transition Plan (ITP) based on the areas of interest you have identified on this checklist. The preseparation counseling checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of the ITP is to identify educational, training and employment objectives and to develop a plan to help you achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.</p>									
b. Based upon information received during Preseparation Counseling, do you desire assistance in developing your ITP? If yes, the Transition staff/Command Career Counselor is available to assist you.									
<b>SECTION V - REMARKS</b>									